

Office of Youth Services

Youth Opportunity Grant Data Elements

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Numeric: 000000000	01.1.A	SSN	Enrollee's social security number. Enter a dummy unique SSN or other unique identifier for recruited youth living in the target area who are between ages 14 and 21, who are not yet enrolled and for whom no SSN has been obtained. The unique identifier must be replaced by a valid SSN upon enrollment.
Alpha	01.1.B	Enrollee Name	Enrollee's name
Alphanumeric	01.1.C	Enrollee Address	Enrollee's address
Numeric: 0 1 = Male 2 = Female	01.1.D	Gender	Gender of enrollee
Date: MMDDYYYY	01.1.E	Date of Birth	Birth date of enrollee
Numeric:0 1=Yes 2=No	01.1.F	Race: American Indian/Alaskan Native	Race of enrollee is or is not American Indian/Alaskan Native. An American Indian/Alaskan Native person has origins in any of the original peoples of North America and South America (including Central America), and maintains cultural identification through tribal affiliation or community recognition.
Numeric:0 1=Yes 2=No	01.1.G	Race: Asian	Race of enrollee is or is not Asian. An Asian person has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.
Numeric:0 1=Yes 2=No	01.1.H	Race: Black or African American	Race of enrollee is or is not Black or African American. A Black or African American person has origins in any of the black racial groups of Africa.
Numeric:0 1=Yes 2=No	01.1.I	Race: Hawaiian/Pacific Islander	Race of enrollee is or is not Hawaiian/Pacific Islander. A Hawaiian/Pacific Islander person has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Numeric:0 1=Yes 2=No	01.1.J	Race: White	Race of enrollee is or is not White. A White person has origins in any of the of the original peoples of Europe, the Middle East, or North Africa.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Numeric:0 1=Hispanic/Latino 2=Not Hispanic/Latino	01.1.K	Ethnicity	Ethnicity of enrollee is or is not Hispanic/Latino. A Hispanic/Latino is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. NOTE: Ethnicity information (Hispanic, other) is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories.
Numeric: 0 1 = Disability (no impediment) 2 = Disability (impediment) 3 = Without Disability	01.1.L	Disability Status	Disabilities are defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). 1=Enrollee has a physical (motion, vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of enrollee's major life activities and has a record of such impairment, or is regarded as having such an impairment, but which does not result in substantial impediment to employment. 2= The enrollee has a disability which is an impediment to employment. 3=Enrollee does not have a disability.
Date: MMDDYYYY	02.1.A	Recruitment Contact Date	Date that a youth was contacted and name and address were obtained. Recruitment is the point at which a YO outreach specialist has met with a potential enrollee, informed them of the YO program, invited them to participate in the program, and has established eligibility of such individual for the program. Establishing eligibility for recruitment does not require proper documentation.
Date: MMDDYYYY	02.1.B	Enrollment date	The date on which the administrative registration process is completed and the first service commences. The first service could be an individual assessment and the development of an individual service strategy. Once an individual is enrolled, that enrollee is held accountable to all applicable performance measures. In WIA, the equivalent term is registration. The terms enrollment and registration are equivalent, but the definitions differ slightly due to the differences in the eligibility determination process for each program.
Numeric: 0 1 = Attending Secondary School 2 = Attending Post-Secondary School, not basic skills deficient 3 = Attending Post-Secondary School and basic skills deficient 4 = Not Attending Secondary or Post-Secondary School	02.1.C	School status at enrollment	Enrollee's school status at enrollment. 1=Attending a regular, junior high or alternative high school, full or part-time, or between school terms and intending to return to school. 2=Attending post-secondary school such as junior, community or four year college, full or part-time, or between school terms and intending to return to school, and not basic skills deficient. Also includes enrollees who are not attending post-secondary school, who have achieved a high school diploma or GED, and who are not basic skills deficient, and not unemployed and not underemployed. 3 = Attending post-secondary school, full or part-time, or between school terms and intending to return to school, and basic skills deficient. 4 = Not attending secondary or post-secondary school and no high school or GED diploma, or with diploma and basic skills deficient, unemployed or underemployed.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Numeric: 0 1 = Last Grade is less than 9th Grade 2 = Last Grade is 9th Grade 3 = Last Grade is 10th Grade 4 = Last Grade is 11th Grade 5 = Has high school diploma 6 = Has GED certificate 7 = 1-4 years of college 8 = Has college degree 9 = Post graduate studies	02.1.D	Educational attainment at enrollment	Educational attainment at enrollment based on last grade completed at time of enrollment. 7=Enrollees who have attended but not completed college. 9=Enrollees who have begun post graduate studies.
Numeric: 000.00	02.1.E	Secondary school GPA at enrollment	Secondary school grade point average at enrollment for new in-school youth enrollees reporting a GPA.
Date: MMYYYY	03.1.A	Month participated in internship/subsidized employment	Month the enrollee participated in an internship/subsidized employment. Internship/subsidized employment is a pre-placement activity that consists of onsite work experience designed to improve an enrollee's occupational skills and readiness for the world of work. A minimum of five hours per month is required in this activity in order to constitute participation. Field repeats.
Date: MMYYYY	03.1.B	Month performed community service	Month the enrollee performed community service. Community service is a youth development activity in which the enrollee participates in volunteer work that benefits the community, including service learning projects. A minimum of five hours per month is necessary to constitute participation. Field repeats.
Date: MMYYYY	03.1.C	Month participated in sports/recreation	Month the enrollee participated in a league, lesson, class or other ongoing sports/recreation program. Sports/recreation is a youth development activity consisting of any type of sport or other recreational opportunity that is developed by or in partnership with the YO program. A minimum of five hours per month is required in this activity in order to constitute participation. Field repeats.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Date: MMYYYY	03.1.D	Month participated in support group(s)	Month the enrollee participated in one or more support groups offered by the program. Support groups are a youth development activity consisting of at least five hours of specific types of counseling or communication opportunities facilitated by a YO staff member focusing on specific issue areas experienced by enrollees. Activities supportive of a larger program are counted in that program. Stand alone services that are not intensive in nature are not counted as enrolling activities for reporting purposes. Field repeats.
Date: MMYYYY	03.1.E	Month participated in peer to peer mentoring	Month the enrollee participated in one or more peer to peer mentoring groups offered by the program. Peer to peer mentoring is a youth development activity in which enrollees assist other enrollees for at least four hours per month in specific issue areas or when a more experienced enrollee serves as a type of advisor or role model to a less experienced enrollee. This may also include adult mentoring. Field repeats.
Date: MMYYYY	03.1.F	Month participated in alumni group(s)	Month the enrollee participated in one or more alumni groups offered by the program. Alumni group(s) are a specific youth development activity designed for enrollees who have participated for an extended period of time and/or have been placed in any of the long term placement categories. A minimum of four hours per month is required in this activity in order to constitute participation. Field repeats.
Date: MMYYYY	03.1.G	Month participated in life skills training	Month the enrollee participated in one or more life skills training classes offered by the program. Life skills training is a youth development activity designed to equip enrollees with the skills to succeed in life. This may include, but is not limited to, household management and parenting training. A minimum of five hours per month is required in this activity in order to constitute participation. Field repeats.
Date: MMYYYY	03.1.H	Month received individual tutoring	Month the enrollee received one-to-one tutoring. Individual tutoring is a youth development activity that includes individual or group academic support services, excluding reading and math remediation. A minimum of four hours per month is necessary to constitute participation. Field repeats.
Date: MMYYYY	03.1.I	Month participated in secondary school extracurricular activities	Month the enrollee participated in a secondary school extra curricular activity offered by the program. Secondary school extra curricular activities are a youth development activity consisting of any type of school sponsored activity. Examples of such activities include drama, music, yearbook, specialized clubs, athletics, etc. A minimum of five hours per month is required in this activity in order to constitute participation. Field repeats.
Date: MMYYYY	03.1.J	Month participated in Job Readiness Training (JRT)	Month the enrollee participated in JRT. JRT is a pre-placement activity consisting of site-defined, structured classroom-based activities that are designed to improve an enrollee's work readiness skills for those enrollees who are determined to be deficient in work readiness skills. A minimum of five hours per month is required in this activity in order to constitute participation. Field repeats.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Date: MMYYYY	03.1.K	Month participated in Reading/Math Remediation	Month the enrollee participated in Reading/Math Remediation. Reading/math remediation is a pre-placement activity consisting of classroom instruction designed to improve an enrollee's reading and/or math skills for those enrollees who are determined to be basic literacy skills deficient. Basic education skills include reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills. A minimum of five hours per month is required in this activity in order to constitute participation. Field repeats.
Date: MMYYYY	03.1.L	Month participated in GED/prep	Month the enrollee participated in GED/prep. GED/prep is a type of pre-placement activity intended to prepare an enrollee for passing the GED examination. This includes any preparation for high school graduation examinations. A minimum of five hours per month is required in this activity in order to constitute participation. Field repeats.
Date: MMYYYY	03.1.M	Month participated in college/SAT prep	Month the enrollee participated in college/SAT prep. College/SAT prep is a youth development activity consisting of classroom work to prepare an enrollee for taking college entrance examinations. A minimum of four hours per month is required in this activity in order to constitute participation. Field repeats.
Date: MMYYYY	03.1.N	Month participated in short term occupational skills training	Month the enrollee participated in short term occupational skills training. Short term occupational skills training is any pre-apprenticeship training, CBO/proprietary training, or vocational training which is deemed preparation for a long-term unsubsidized job or long-term educational or occupational skills training placement, and is designed to improve an enrollee's occupational skills for those enrollees who are determined to be deficient in occupational skills. A minimum of five hours per month is required in this activity in order to constitute participation. Field repeats.
Date: MMYYYY	03.1.O	Month participated in short term unsubsidized employment	Month the enrollee participated in short term unsubsidized employment. Short term unsubsidized employment is any unsubsidized employment that is deemed short term or temporary, is intended to prepare an individual for a long-term unsubsidized employment placement, and is designed to improve an enrollee's occupational skills for those enrollees who are determined to be deficient in occupational skills. A minimum of five hours per month is required in this activity in order to constitute participation. This is not considered a placement, but rather a pre-placement activity. Field repeats.
Date: MMDDYYYY	04.1.A	Date entered internship/ subsidized employment	Date the enrollee entered internship/ subsidized employment. Field repeats.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Date: MMDDYYYY	04.1.B	Date completed internship/ subsidized employment	Date the enrollee completed all of the internship/subsidized employment requirements. Completion of a pre-placement activity is defined as the point at which an enrollee completes the activity and achieves the goal specified for that activity on the individual service strategy (ISS). It is necessary for the enrollee to achieve the goal before the activity completion date is recorded -- enrollees who have completed the activity but not achieved the goal should not be counted. If competency attainment is a defined standard for completion, local programs should assess youth prior to entrance and at completion of the preplacement activity to confirm the attainment of the skill. The use of a standardized assessment procedure such as a standardized test or a performance-based assessment with a standardized scoring method is encouraged. Field repeats.
Date: MMDDYYYY	04.1.C	Date entered JRT	Date the enrollee entered JRT. Field repeats.
Date: MMDDYYYY	04.1.D	Date completed JRT	Date the enrollee completed all of the JRT program training requirements. See definition of 4.B -- Date completed internship/ subsidized employment -- for the definition of completion of a pre-placement activity. Field repeats.
Date: MMDDYYYY	04.1.E	Date entered Reading/ Math	Date the enrollee entered reading/math remediation. Field repeats.
Date: MMDDYYYY	04.1.F	Date completed Reading/Math	Date the enrollee completed reading/math remediation. See definition of 4.1.B -- Date completed internship/subsidized employment -- for the definition of completion of a pre-placement activity. Field repeats.
Date: MMDDYYYY	04.1.G	Date entered GED/prep	Date the enrollee entered GED/prep. Field repeats.
Date: MMDDYYYY	04.1.H	Date completed GED/prep	Date the enrollee completed GED/prep. See definition of 4.1.B -- Date completed internship/ subsidized employment -- for the definition of completion of a pre-placement activity. Field repeats.
Date: MMDDYYYY	04.1.I	Date entered college/SAT prep	Date the enrollee entered college/ Scholastic Aptitude Test preparation. Field repeats.
Date: MMDDYYYY	04.1.J	Date completed college/SAT prep	Date the enrollee completed college/SAT preparation. See definition of 4.1.B -- Date completed internship/ subsidized employment -- for the definition of completion of a pre-placement activity. Field repeats.
Date: MMDDYYYY	04.1.K	Date entered short term occupational skills training	Date the enrollee entered short term occupational skills training. Field repeats.
Date: MMDDYYYY	04.1.L	Date completed short term occupational skills training	Date the enrollee completed short term occupational skills training. See definition of 4.B -- Date completed internship/ subsidized employment -- for the definition of completion of a pre-placement activity. Field repeats.
Date: MMDDYYYY	04.1.M	Date entered short term unsubsidized employment	Date the enrollee entered short term unsubsidized employment. Field repeats.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Date: MMDDYYYY	04.1.N	Date completed short term unsubsidized employment	Date the enrollee completed short term unsubsidized employment. See definition of 4.1.B -- Date completed internship/ subsidized employment – for the definition of completion of a pre-placement activity. Field repeats.
Date: MMDDYYYY	04.1.O	Date completed all prescribed pre-placement activities	Date the enrollee completed all pre-placement activities on the individual service strategy (ISS) and entered placement services. Pre-placement activities are a specific group of youth development activities with a specific entrance and completion point designed to prepare enrollees for long term placements. Placement services are designed to assist an enrollee in finding a long term placement (unsubsidized employment, long term education, and long term occupational skills training).
Date: MMDDYYYY	05.1.A	Date achieved GED	Date the enrollee received a GED.
Date: MMDDYYYY	05.1.B	Date verified achieved GED	Date of verification of the enrollee's GED award. Verification will occur two weeks after the date of achievement.
Date: MMDDYYYY	05.1.C	Date achieved high school diploma	Date the enrollee was awarded a high school diploma or equivalent.
Date: MMDDYYYY	05.1.D	Date verified high school diploma achievement	Date of verification of the enrollee's high school diploma award. Verification will occur two weeks after the date of achievement.
Date: MMDDYYYY	05.1.E	Date achieved community college, jr. college diploma	Date the enrollee was awarded a community college, jr. college diploma after enrollment in the YO program.
Date: MMDDYYYY	05.1.F	Date verified achieved community college, jr. college diploma	Date of verification of the enrollee's community college, jr. college diploma award. Verification will occur two weeks after the date of achievement.
Date: MMDDYYYY	05.1.G	Date achieved four year college diploma	Date the enrollee was awarded a four year college diploma after enrollment in the YO program.
Date: MMDDYYYY	05.1.H	Date verified achieved four year college diploma	Date of verification of the enrollee's four year college diploma award after enrollment in the program. Verification will occur two weeks after the date of achievement.
Date: MMDDYYYY	05.1.I	Grade Level Attainment Date(s)	Date enrollee advanced one grade level for the first time and all subsequent times since enrollment in the YO program. Field repeats.
Date: MMDDYYYY	05.1.J	Most Recent Date Left School	Most recent date the enrollee left secondary or post secondary school prior to achieving a diploma, GED or equivalent, after enrollment in the YO program. This does not include enrollees who left school upon completion of requirements.
Date: MMDDYYYY	05.1.K	Date Achieved Other Credential	Date the enrollee achieved a credential other than high school diploma or GED.
Date: MMDDYYYY	05.1.L	Date Verified Achievement of Other Credential	Date of verification of the enrollee's achievement of a credential other than high school diploma or GED. Verification will occur two weeks after the date of achievement.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Date: MMDDYYYY	06.1.A	Date entered initial job.	Date of the first unsubsidized employment opportunity entered into by an enrollee while participating in the YO program. This placement must last at least two weeks before it constitutes a placement. This includes military and qualified apprenticeship placements. Qualified apprenticeship programs are those approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential. A series of temporary jobs for the same temp agency count as separate placements. Jobs less than two weeks are considered paid internships.
Date: MMDDYYYY	06.1.B	Date of verification of initial job placement.	Date of verification for initial job placement. Placements occurring after enrollment in the YO program are counted and reported once they are verified, rather than once they occur. Verification of a placement will occur two weeks after the date of placement to ensure that the enrollee has remained in the placement for at least two weeks. Where there are potentially multiple placements, the verification of the initial placement is the one that determines when a placement is reported on the YO monthly report. This definition applies to job placements, long-term education placements and long-term occupational skills training placements.
Alpha/Numeric: 30 byte field	06.1.C	Name of employer for initial job placement	Name of employer for initial placement.
Date: MMDDYYYY	06.1.D	Subsequent job placement date(s)	Date of each subsequent job placement, after the initial placement. An unsubsidized job placement entered into by an enrollee after leaving or losing a prior unsubsidized job placement. Field repeats.
Date: MMDDYYYY	06.1.E	Subsequent job verification date(s)	Date of verification for each subsequent job placement, after the initial placement. See 6.B – Date of verification of initial job placement – for definition of placement verification. Field repeats.
Alpha/Numeric: 30 byte field	06.1.F	Name of employer for subsequent job placement(s)	Name of employer for each subsequent job placement, after the initial placement. Field repeats.
Numeric: 00,000	06.1.G	Wage value	Hourly wage for an enrollee's job placement. Average wage of all job placements and replacements if more than one. Field repeats.
Date: MMDDYYYY	07.1.A	Initial date enrolled in high school/jr. high	Date the enrollee enrolled in high school/jr. high for the first time after enrollment in the YO program.
Date: MMDDYYYY	07.1.B	Date verified initial high school/jr. high enrollment	Date of verification for the enrollee's initial enrollment in high school/jr. high after enrollment in the YO program. Placements occurring after enrollment in the YO program are counted and reported once they are verified, rather than once they occur. Verification of a placement will occur two weeks after the date of placement to ensure that the enrollee has remained in the placement for at least two weeks. Where there are potentially multiple placements, the verification of the initial placement is the one that determines when a placement is reported on the YO monthly report. This definition applies to job placements, long-term education placements and long-term occupational skills training placements.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Alpha/Numeric: 30 byte field	07.1.C	Name of initial high school/jr. high	Name of high school/jr. high for initial enrollment after enrollment in the YO program
Date: MMDDYYYY	07.1.D	Subsequent date(s) enrolled in high school/jr. high	Date the enrollee enrolled in high school/jr. high for the second and all subsequent time(s) after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	07.1.E	Date(s) verified subsequent high school/jr. high enrollment(s)	Date of verification for the enrollee's second and all subsequent enrollments in high school/jr. high after enrollment in the YO program. See definition of 7.1.B -- Date verified initial high school/jr. high enrollment – for definition of placement verification. Field repeats.
Alpha/Numeric: 30 byte field	07.1.F	Name of subsequent high school/jr. high	Name of high school/jr. high for second and all subsequent enrollments after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	07.1.G	Initial date enrolled in alternative high school	Date the enrollee enrolled in alternative school for the first time after enrollment in the YO program.
Date: MMDDYYYY	07.1.H	Date verified initial alternative high school enrollment	Date of verification for the enrollee's initial enrollment in alternative school after enrollment in the YO program. See definition of 7.1.B -- Date verified initial high school/jr. high enrollment – for definition of placement verification.
Alpha/Numeric: 30 byte field	07.1.I	Name of initial alternative high school	Name of initial alternative high school after enrollment in the YO program.
Date: MMDDYYYY	07.1.J	Subsequent date(s) enrolled in alternative high school	Date the enrollee enrolled in alternative school for the second and all subsequent times after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	07.1.K	Date(s) verified subsequent alternative high school enrollment(s)	Date of verification for the enrollee's second and all subsequent enrollments in alternative school after enrollment in the YO program. See definition of 7.1.B -- Date verified initial high school/jr. high enrollment – for definition of placement verification. Field repeats.
Alpha/Numeric: 30 byte field	07.1.L	Name of subsequent alternative high school	Name of second and all subsequent alternative high schools after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	07.1.M	Initial date entered community college, jr. college	Date the enrollee enrolled in a 2 year associates degree program at a community college, jr. college for the first time after enrollment in the YO program.
Date: MMDDYYYY	07.1.N	Date verified initial community college, jr. college entrance	Date of verification for the enrollee's initial enrollment in community college, jr. college after enrollment in the YO program. See definition of 7.1.B -- Date verified initial high school/jr. high enrollment – for definition of placement verification.
Alpha/Numeric: 30 byte field	07.1.O	Name of initial community college, jr. college	Name of initial community college, jr. college after enrollment in the YO program.
Date: MMDDYYYY	07.1.P	Subsequent date(s) entered community college, jr. college	Date the enrollee enrolled in community college, jr. college for the second and all subsequent times after enrollment in the YO program. Field repeats.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Date: MMDDYYYY	07.1.Q	Date(s) verified subsequent community college, jr. college entrance(s)	Date of verification for the enrollee's second and all subsequent enrollments in community college, jr. college after enrollment in the YO program. See definition of 7.1.B -- Date verified initial high school/jr. high enrollment – for definition of placement verification. Field repeats.
Alpha/Numeric: 30 byte field	07.1.R	Name of subsequent community college, jr. college	Name of second and all subsequent community colleges, jr. colleges after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	07.1.S	Initial date entered four year college	Date the enrollee enrolled in a bachelor's degree program at a four year college or university for the first time after enrollment in the YO program.
Date: MMDDYYYY	07.1.T	Date verified initial entrance to four year college	Date of verification for the enrollee's initial enrollment in four year college after enrollment in the YO program. See definition of 7.1.B -- Date verified initial high school/jr. high enrollment – for definition of placement verification.
Alpha/Numeric: 30 byte field	07.1.U	Name of initial four year college	Name of initial four year college after enrollment in the YO program.
Date: MMDDYYYY	07.1.V	Subsequent date(s) entered four year college	Date the enrollee enrolled in four year college for the second and all subsequent times after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	07.1.W	Date(s) verified subsequent entrance(s) to four year college	Date of verification for the enrollee's second and all subsequent enrollments in four year college after enrollment in the YO program. See definition of 7.1.B -- Date verified initial high school/jr. high enrollment – for definition of placement verification. Field repeats.
Alpha/Numeric: 30 byte field	07.1.X	Name of subsequent four year college	Name of second and all subsequent four year colleges after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	08.1.A	Initial date entered pre-apprenticeship training	Date the enrollee entered pre-apprenticeship training for the first time after enrollment in the YO program. Pre-apprenticeship training is a long term occupational skills training designed to prepare enrollees for a qualified apprenticeship.
Date: MMDDYYYY	08.1.B	Date verified initial entrance to pre-apprenticeship training	Date of verification for the enrollee's initial entrance into pre-apprenticeship training after enrollment in the YO program. Placements occurring after enrollment in the YO program are counted and reported once they are verified, rather than once they occur. Verification of a placement will occur two weeks after the date of placement to ensure that the enrollee has remained in the placement for at least two weeks. Where there are potentially multiple placements, the verification of the initial placement is the one that determines when a placement is reported on the YO monthly report. This definition applies to job placements, long-term education placements and long-term occupational skills training placements.
Alpha/Numeric: 30 byte field	08.1.C	Name of initial pre-apprenticeship training provider	Name of initial pre-apprenticeship training provider after enrollment in the YO program.
Date: MMDDYYYY	08.1.D	Subsequent date(s) entered pre-apprenticeship training	Date the enrollee entered pre-apprenticeship training for the second and all subsequent times after enrollment in the YO program. Field repeats.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Date: MMDDYYYY	08.1.E	Date(s) verified subsequent entrance(s) to pre-apprenticeship training	Date of verification for the enrollee's second and all subsequent entrances into pre-apprenticeship training after enrollment in the YO program. See definition of 8.1.B. -- Date verified initial entrance to pre-apprentice-ship training – for definition of placement verification. Field repeats.
Alpha/Numeric: 30 byte field	08.1.F	Name of subsequent pre-apprenticeship training provider	Name of second and all subsequent pre-apprenticeship training providers after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	08.1.G	Date(s) completed pre-apprenticeship training	Date the enrollee completed pre-apprenticeship training for the first and all subsequent times after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	08.1.H	Date(s) verified completion of pre-apprenticeship training	Date of verification of completion of enrollee's first and all subsequent pre-apprenticeship trainings after enrollment in the YO program. Verification will occur two weeks after the date of achievement. Field repeats.
Date: MMDDYYYY	08.1.I	Initial date entered Job Corps	Date the enrollee entered Job Corps for the first time after enrollment in the YO program.
Date: MMDDYYYY	08.1.J	Date verified initial entry into Job Corps	Date of verification for the enrollee's initial entrance into Job Corps after enrollment in the YO program. See definition of 8.1.B. -- Date verified initial entrance to pre-apprenticeship training – for definition of placement verification.
Alpha/Numeric: 30 byte field	08.1.K	Name of initial Job Corps Provider	Name of initial Job Corps provider after enrollment in the YO program.
Date: MMDDYYYY	08.1.L	Subsequent date(s) entered Job Corps	Date the enrollee entered Job Corps for the second and all subsequent times after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	08.1.M	Date(s) verified subsequent entrance(s) into Job Corps	Date of verification for the enrollee's second and all subsequent entrances into Job Corps after enrollment in the YO program. See definition of 8.1.B. -- Date verified initial entrance to pre-apprenticeship training – for definition of placement verification. Field repeats.
Alpha/Numeric: 30 byte field	08.1.N	Name of subsequent Job Corps provider	Name of second and all subsequent Job Corps providers after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	08.1.O	Date graduated Job Corps	Date the enrollee graduated from Job Corps after enrollment in the YO program.
Date: MMDDYYYY	08.1.P	Date verified Job Corp graduation	Date of verification for the enrollee's graduation from Job Corps. Verification will occur two weeks after the date of achievement.
Date: MMDDYYYY	08.1.Q	Initial date entered CBO/ proprietary training	Date the enrollee entered CBO/ proprietary training for the first time after enrollment in the YO program. CBO/proprietary training is a type of long term occupational skills training placement provided by a community-based organization or a private, for profit provider. This type of training generally leads to an employer-recognized certificate in a particular occupational field.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Date: MMDDYYYY	08.1.R	Date verified initial entrance to CBO/ proprietary training	Date of verification for the enrollee's initial entrance into CBO/ proprietary training after enrollment in the YO program. See definition of 8.1.B. -- Date verified initial entrance to pre-apprenticeship training – for definition of placement verification.
Alpha/Numeric: 30 byte field	08.1.S	Name of initial CBO/ proprietary training provider	Name of initial CBO/proprietary training provider
Date: MMDDYYYY	08.1.T	Subsequent date(s) entered CBO/ proprietary training	Date the enrollee entered CBO/ proprietary training for the second and all subsequent times after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	08.1.U	Date(s) verified subsequent entrance(s) to CBO/ proprietary training	Date of verification for the enrollee's second and all subsequent entrances into CBO/ proprietary training after enrollment in the YO program. See definition of 8.1.B. -- Date verified initial entrance to pre-apprenticeship training – for definition of placement verification. Field repeats.
Alpha/Numeric: 30 byte field	08.1.V	Name of subsequent CBO/ proprietary training provider	Name of second and all subsequent CBO/proprietary training providers. Field repeats.
Date: MMDDYYYY	08.1.W	Date(s) completed CBO/ proprietary training	Date the enrollee completed initial and all subsequent CBO/ proprietary trainings after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	08.1.X	Date(s) verified CBO/ Proprietary training completion(s)	Date of verification for the enrollee's initial and all subsequent completions of CBO/proprietary training after enrollment in the YO program. Verification will occur two weeks after the date of achievement. Field repeats.
Date: MMDDYYYY	08.1.Y	Initial date entered vocational training/technical school	Date the enrollee entered vocational training/ technical school for the first time after enrollment in the YO program. Vocational training/technical school is a type of long term occupational training consisting of specific classroom and work-based study in a specific occupation leading to a degree or certificate.
Date: MMDDYYYY	08.1.Z	Date verified initial entrance to vocational training/technical school	Date of verification for the enrollee's initial entry into vocational training/ technical school after enrollment in the YO program. See definition of 8.1.B. -- Date verified initial entrance to pre-apprentice-ship training – for definition of placement verification.
Alpha/Numeric: 30 byte field	08.2.AA	Name of initial vocational training/technical school provider	Name of initial vocational training/ technical school provider after enrollment in the YO program.
Date: MMDDYYYY	08.2.BB	Subsequent date(s) entered vocational training/technical school	Date the enrollee entered vocational training/ technical school for the second and all subsequent times after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	08.2.CC	Date(s) verified subsequent entrance(s) to vocational training/technical school	Date of verification for the enrollee's second and all subsequent entries into vocational training/ technical school after enrollment in the YO program. See definition of 8.1.B. -- Date verified initial entrance to pre-apprenticeship training – for definition of placement verification. Field repeats.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Alpha/Numeric: 30 byte field	08.2.DD	Name of subsequent vocational training/technical school provider	Name of second and all subsequent vocational training/ technical school providers after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	08.2.EE	Date(s) completed vocational training/technical school	Date the enrollee completed vocational training/technical school for the first and all subsequent times after enrollment in the YO program. Field repeats.
Date: MMDDYYYY	08.2.FF	Date(s) verified vocational training/technical school completion(s)	Date of verification for the enrollee's first and all subsequent completions of vocational training/technical school after enrollment in the YO program. Verification will occur two weeks after the date of achievement. Field repeats.
Numeric: 0 1=Left Target Area 2=Deceased 3=Health/Medical Condition 4=No participation for 12 months 5=Aged out of follow-up pool (>2 Yrs.)	09.1.A	First Reason Inactive	Reason the enrollee become inactive for the first time since enrollment. Enter applicable reason code 1 through 5. Codes 1 and 4 are not valid if enrollee is in the follow-up pool. Code 5 is only valid if the enrollee is in the follow-up pool. 1=Enrollee left the target area and the site has determined that it is impractical to continue to serve him/her in the program. Entered by a caseworker. 2=Deceased. Entered by a caseworker. 3=Enrollee is receiving medical treatment that precludes participation, or is residing in a medical institution or facility, such as a hospital, and is expected to remain in that institution for at least 90 days. Entered by a caseworker. 4=Enrollee has not participated in a youth development program activity for 12 months. This can be set in an automated process based on date fields related to youth development program participation. 5=Enrollee has been in the follow-up pool for more than 2 years. On the last day of the reporting period the software should identify enrollees where the earliest of the following dates is greater than 2 years before the last day of the reporting period: Date of Verification of Initial Job Placement Date Verified Initial High School Enrollment Date Verified Initial Alternative High School Enrollment Date Verified Initial Community College/Jr. College Entrance Date Verified Initial Entrance to Four Year College Date Verified Initial Entrance to Pre-Apprenticeship Training Date Verified Initial Entrance to Job Corps Date Verified Initial Entrance to CBO/Proprietary Training Date Verified Initial Entrance to Vocational/Technical School. The software should set the First Inactivation Date if blank, or the Second Inactivation Date if the First Inactivation Date is not blank, to the date that is two years after the earliest of the above dates. The software should also set the corresponding Reason Inactive (First or Second) to 5.
Date: MMDDYYYY	09.1.B	First Inactivation Date	Date the enrollee was inactivated for the first time since enrollment. The date will be set as described in 9.1.A (First Reason Inactive).

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Numeric: 0 1=Left Target Area 2=Deceased 3=Health/Medical Condition 4=No participation for 12 months 5=Aged out of follow-up pool (>2 Yrs.)	09.1.C	Second Reason Inactive	Reason the enrollee become inactive for the second time since enrollment. Enter applicable reason code 1 through 5. Codes 1 and 4 are not valid if enrollee is in the follow-up pool. Code 5 is only valid if the enrollee is in the follow-up pool. See definition for 9.1.A (First Reason Inactive) for description of reason codes.
Date: MMDDYYYY	09.1.D	Second Inactivation Date	Date the enrollee was inactivated for the second time since enrollment. The date will be set as described in 9.1.A (First Reason Inactive).
Date: MMDDYYYY	09.1.E	First Reactivation Date	Date the enrollee was reactivated for the first time since enrollment in the YO program. Reactivation is moving an enrollee from inactive status to active status. An enrollee is reactivated when their health or medical condition no longer prevents participation in the program, or when they have not participated for 12 months, but begin participating again. An enrollee who has not yet been placed who is inactivated upon leaving the target area may be reactivated upon returning to the target area.
Date: MMDDYYYY	09.1.F	Second Reactivation Date	Date the enrollee was reactivated for the second time since enrollment in the YO program.
Date: MMDDYYYY	10.1.A	Contact date	The date on which a YO staff member contacts an enrollee who has been placed and is currently a part of the follow-up pool. Contacts serve the purpose of both providing follow-up case management services and determining whether or not such an enrollee remains in a long term placement. All contacts should be recorded in the case management system. The last entry in the last month of the quarter will be used for reporting purposes. The follow-up pool is the subset of enrollees who have been placed in an unsubsidized job, in long term education, or in long term occupational skills training. Enrollees remain in the follow up pool for two years following placement. The total number of active enrollees in the follow up pool is the denominator for the retention rate. Enrollees are not required to complete any or all pre-placement activities specified in their individual services strategy (ISS) to be in the follow-up pool. Field repeats.
Numeric: 0 1 = Yes 2 = No	10.1.B	Living in target area at contact	1=Enrollee was living in the vicinity of the target area at the time of primary contact such that enrollee could continue to be served by the program. For example, an enrollee whose placement enabled enrollee to afford better housing nearby but not within the target area would be assigned a code of 1. 2=Enrollee left the vicinity of the target area such that enrollee could no longer be served by the program. Field repeats.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Numeric: 0 1=working full-time only 2=working part-time only 3=in-school only 4=in training only 5=working full-time and participating in education or training 6=working part-time and participating in education or training 7=not working, not in school or training 8=in a correctional institution 9=other	11.1.A	Contact Status	Enrollee's status at time of primary contact. 1=Full time is one or more jobs that combined totaled 30 or more hours in the 7 days preceding contact. 2=Part-time is one or more jobs that combined totaled less than 30 hours in the 7 days preceding contact. Field repeats.
Numeric: 0 1=looking for work 2=not looking for work	11.1.B	Work Search Status	Enrollee's work search status at time of primary contact. Field repeats.
Date: MMDDYYYY	12.1.A	WIA Measurement Date (YO) This is equivalent to the Date of WIA Exit for purposes of calculating WIA youth measures for YO enrollees	The earliest of the following dates: - Date completed all prescribed pre-placement activities - Placement date - First day of the month of the 3 month period when there has been no recorded activity for three months. The software will check the database using these criteria and automatically fill the WIA Measurement Date with the earliest of the 3 dates.
Numeric: 0 1 = Yes 2 = No	12.1.B	Labor Force Status (Employed at Enrollment)	1=Yes, employed. An employed individual is one who, during the 7 consecutive days prior to registration, did any work at all as a paid employee, in his or her own business, profession or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. 2=No, not employed. An individual who does not meet the definition of employed. NOTE: If an individual quit or was laid off from his/her only (or all) jobs, record the individual as not employed, even if he/she worked in the 7 days before registration. NOTE: This information is to be collected from the enrollee at enrollment, not from wage records, and is required only for enrollees aged 18 to 21 years at enrollment.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Numeric: 000,000.00	12.1.C	Total Earnings from Wage Records for the Second Quarter Prior to Enrollment	Total earnings in the second quarter before enrollment
Numeric: 000,000.00	12.1.D	Total Earnings from Wage Records for the Third Quarter Prior to Enrollment	Total earnings in the third quarter before enrollment
Numeric: 000,000.00	12.1.E	Total Earnings from Wage Records in the First Quarter Following the Exit (Measurement) Quarter.	Derived from Wage Record Files.
Numeric: 000,000.00	12.1.F	Total Earnings from Wage Records in the Second Quarter Following the Exit (Measurement) Quarter.	Derived from Wage Record Files.
Numeric: 000,000.00	12.1.G	Total Earnings from Wage Records in the Third Quarter Following the Exit (Measurement) Quarter.	Derived from Wage Record Files.
Numeric: 0 1 = Yes 2 = No	12.1.H	Employed in the First Quarter Following the Exit (Measurement) Quarter as Determined by Supplemental Sources.	1=Yes, employed in the first quarter following the exit (measurement) quarter as determined by supplemental sources. 2= No, not employed in the first quarter following the exit (measurement) quarter as determined by supplemental sources. Supplemental sources include information obtained by: 1) contacting participant through case management, follow-up services, or surveys to determine that the individual is employed and written documentation of that employment (such as W2 form, pay stub, 1099 form, documented telephone verification with employer or documented telephone verification with major clients/contracting entities for self-employed or other written documentation); or 2) record sharing and/or automated record matching with administrative/other databases to determine and document that the participant has received a credential. All data and methods to supplement the wage record data must be documented and are subject to audit.
Numeric: 0 1 = Yes 2 = No	12.1.I	Employed in the Third Quarter Following the Exit (Measurement) Quarter as Determined by Supplemental Sources.	1=Yes, employed in the first quarter following the exit (measurement) quarter as determined by supplemental sources. 2= No, not employed in the first quarter following the exit (measurement) quarter as determined by supplemental sources. See 12.1.H -- Employed in the First Quarter Following the Exit (Measurement) Quarter as Determined by Supplemental Sources – for definition of supplemental sources.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Numeric: 0 1 = Yes 2 = No	12.1.J	Attained Recognized Educational/ Occupational Certificate/ Credential/ Diploma/ Degree (Within the Three Quarters Following the Exit (Measurement) Quarter)	1=Yes, enrollee did attain a recognized educational/occupational/certificate/credential/diploma/degree within the three quarters following the exit (measurement) quarter. 2=No, enrollee did not attain a recognized educational/occupational/certificate/credential/diploma/degree within the three quarters following the exit (measurement) quarter. A credential is defined as any nationally recognized degree or certificate or State/locally recognized credential. Credentials will include, but are not limited to a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.
Numeric: 0 1 = Yes 2 = No	12.1.K	In Post-Secondary Education or Advanced Training Program in the First Quarter After Exit (Measurement).	1=Yes, the enrollee was in further training in the first quarter after exit (measurement) including: - Advanced training is an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the one-stop, WIA and partner system. - Post-secondary education in a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Do not include programs offered by degree-granting institutions that do not lead to an academic degree as post-secondary education. 2=No, the enrollee was not in further training in the first quarter after exit (measurement).
Numeric: 0 1 = Yes 2 = No	12.1.L	In Post-Secondary Education or Advanced Training Program in the Third Quarter After Exit.	1=Yes, the enrollee was in further training in the third quarter after exit (measurement). See 12.1.K -- In Post-Secondary Education or Advanced Training Program in the First Quarter After Exit – for definitions of advanced training and post-secondary education. 2=No, the enrollee was not in further training in the first quarter after exit (measurement).
Numeric:00000	S.1.A	YOG Site	YOG site that is reporting for the period.
Numeric:00000	S.1.B	Staff for Out of School Youth	Count of YO center staff dedicated to working with Out of School Youth on the last day of the report period. Countable site staff in this category are those who have a pass code on the system to work with OSY. If individual site staff are not fully dedicated to OSY, they can be counted in ten percent increments (.1) for purposes of computing the ratio. For example, a caseworker may work .3 (30%) of the time with out of school youth and .3 with in school youth. Therefore, .3 would get added to each count.

<i>Format</i>	<i>Order</i>	<i>Element Name</i>	<i>Definition</i>
Numeric:00000	S.1.C	Staff for In School Youth	Count of YO center staff dedicated to working with In School Youth on the last day of the report period. Countable site staff in this category are those who have a pass code on the system to work with ISY. If individual site staff are not fully dedicated to ISY, they can be counted in ten percent increments (.1) for purposes of computing the ratio. For example, a caseworker may work .3 (30%) of the time with out of school youth and .3 with in school youth. Therefore, .3 would get added to each count.
Numeric:00000	S.1.D	Annual Enrollment Target Number for Out of School Youth	Program enrollment target for out of school youth, determined annually. An out of school youth is an enrollee who at the time of enrollment is attending post-secondary school and is basic skills deficient, or who is not attending secondary or post-secondary school and has no diploma, or has a diploma and is basic skills deficient, unemployed or underemployed.
Numeric:00000	S.1.E	Annual Enrollment Target Number for In School Youth	Program enrollment target for in school youth, determined annually. An in school youth is an enrollee who at the time of enrollment is attending a regular, junior high or alternative high school, or who is attending post-secondary school such as junior or four year college, and is not basic skills deficient. Also includes an enrollee who is not attending any school, and who has either graduated from high school or holds a GED and is not basic skills deficient and not unemployed and not underemployed.
Numeric:00000	S.1.F	Out of School Target Area Youth	Number of out of school youth ages 14 to 21 living in the target area as determined by the 1990 census and redetermined by the YO evaluation contractor.
Numeric:00000	S.1.G	In School Target Area Youth	Number of in school youth ages 14 to 21 living in the target area as determined by the 1990 census and redetermined by the YO evaluation contractor.